

606507/01/03

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: MUSEUM PROGRAM ASSISTANT

DEFINITION

Under general supervision, to assist in Museum program administration; to assume overall program control and supervision in absence of professional staff; and to do related work as required. Incumbents may be assigned to Special Events, School Programs, or Museum Volunteers.

REPORTS TO: Associate Education Curator (Science) or Education Curator

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Associate Education Curator or Education Curator. Exercises close to general supervision over Museum Program Leaders and volunteers.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Assist in the planning, organizing and conducting of Museum school programs and special events.
- Assume full operational control of program in absence of professional staff.
- Plan, organize and supervise group activities within Museum program areas.
- Teach and instruct in various program activities as needed.
- Assist with organization, recruitment and support of Museum volunteers.
- Assign and supervise subordinates in leading and participating in program activities.
- Supervise the use and care of Museum program objects and equipment.
- Prepare and maintain a variety of records and reports of programs and facility activities.
- Care for and feed the Nature Lab collection.

QUALIFICATIONS

Knowledge of:

- Principles and practices of organizing and conducting public Museum programs and special events.
- Rules, regulations, techniques and procedures of special events, cultural and performing arts or other specialized Museum activities depending on area of specialty.
- Instructional techniques and methods for Museum programs that serve a variety of interests and abilities.
- Principles of supervision, training and performance evaluation.
- Record keeping and reporting procedures.
- First aid practices and techniques.

Ability to:

- Assign and supervise subordinates.
- Instruct and lead individuals and groups in Museum programs.
- Communicate clearly and concisely, both orally and in writing.
- Prepare and maintain a variety of records and reports.
- Work with and secure effective cooperation of varying age groups.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: High school graduation or satisfactory equivalent. The completion of one year of college (30 semester units) may substitute for one year of experience.

Experience: At least two years of experience in group activity leadership.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Museum Program Coordinator

TO: Associate Education Curator (Science)